



## Arizona House of Representatives

1700 West Washington  
Phoenix, Arizona 85007

February 2009

The Arizona House of Representatives is seeking an Administrative Assistant for the House of Representatives. Administrative Assistants perform a variety of clerical and support duties for members of the House. Assistants must have excellent communication skills and maintain confidentiality. The duties are as follows: take messages, schedule appointments and meetings, maintain members' calendars, compose correspondence, setup and maintain files for legislative measures and other general correspondence, maintain daily and weekly legislative progress reports for specific legislation, prepare committee information, maintain email and other duties as required.

Typing of 50 words per minutes and computer knowledge on Microsoft Word including mail merge, Outlook and Excel is required. PowerPoint and desktop publishing skills are a plus. Salary is \$14.00 per hour and includes an excellent benefits package.

Resumes should be emailed to [nmoore@azleg.gov](mailto:nmoore@azleg.gov) or sent to: Arizona House of Representatives, Attn. Norman Moore, 1700 W. Washington, Suite H, Phoenix, AZ 85007-2844. For additional information call the Chief Clerk's Office at (602) 926-3032. Please respond by February 25, 2009.